



NORTH CAROLINA EDUCATION LOTTERY COMMISSION

John R. McArthur
Commission Chairman
Director

Tom Shaheen
Executive

The following positions are available at the North Carolina Education Lottery. All candidates **must** complete a State Government Application (PD107) which can be accessed at www.osp.state.nc.us/jobs/gnrlinfo.htm#app. Completed applications may be mailed to:

Employment Opportunities
North Carolina Education Lottery
56886 Mail Service Center
Raleigh, NC 27699-6886

Or, e-mailed to: NCELEmployment@lotterync.net

The North Carolina Education Lottery ("NCEL") is an at-will, Equal Opportunity Employer.

Deputy Executive Director Legal/Security (1 Position-Corporate): PURPOSE OF JOB:

This is an executive level position that oversees the legal and security compliance of all North Carolina Education Lottery (NCEL) operations and functions. Responsible for implementing, managing, and administering the activities associated with the Legal and Security Division and for managing staff assigned to the subsidiary departments. The following duties/responsibilities are normal for this job and are not to be construed as exclusive or all-inclusive as other duties may be required/assigned: Provide advice and counsel on all legal and security matters affecting the Commission, its employees, retailers, vendors, and products, including, but not limited to, drafting and administration of NCEL policies and procedures, directing investigations, and overseeing the resolution of disputes; monitor and evaluate overall compliance of NCEL operations with applicable state and federal laws; oversee the physical security of all buildings housing NCEL operations, as well as the information security of the lottery gaming system; oversee and coordinate the background investigation process for potential employees, lottery game retailers, vendors, suppliers, consultants and contractors; serves as the liaison and interacts as necessary with law enforcement agents and law enforcement community as a whole; oversee the development and maintenance of recordkeeping systems that are essential to the legal compliance and security of the NCEL; prepare and submit reports and studies related to security operations of the NCEL including recommendations that enhance the overall integrity of security systems; participate in the evaluation, response, and implementation of audit recommendations; monitor industry trends and emerging issues and recommend operational adjustments as appropriate; serve on the NCEL's executive management team and participates in the strategic planning and implementation process; respond to questions, complaints and requests for information by telephone, in person or by mail from retailers, players, employees, department heads, etc.; able to work extended hours as required by project

deadlines; perform public relation duties, including public speaking engagements, and appearances at civic and community meetings and special events, as assigned by management; able to travel overnight as required by job responsibilities; able to lift and carry moderately heavy (up to 75 lbs.) materials and supplies; and, perform other duties as required/assigned. Requirements include: a four-year college degree and law degree from an accredited college or university required; active membership in good standing with the North Carolina State Bar required or must be obtained within 180 days of employment; prefer ten (10) years of progressive experience as a licensed attorney, compliance officer, law enforcement officer, or corporate security professional; be able to maintain confidentiality; five (5) years of supervisory experience preferred; possess strong verbal, listening and writing skills; have excellent interpersonal skills; and, be computer literate (Microsoft Word). Job Band 1 (\$110,000 - \$145,000), depending on knowledge, experience, skills and salary history.

Draw Specialist (2 Positions- Corporate Office): The purpose of this job is to ensure that the lottery draws are executed in accordance with the applicable policies and procedures, thereby maintaining the integrity of the drawing process. Operates the lottery drawing equipment during the drawings and assist in preparation of reports verifying the integrity, randomness, and authenticity of each drawing. Primary duties and responsibilities include, but are not limited to: Relay information regarding the winning numbers to other departments within the NCEL and to the media; prepare, maintain, and update draw-based information repositories and Incident Reports following prescribed methods; assist Manager of Information Security in coordinating the rotation and replacement of ball sets, including periodic testing of the ball sets at a certified testing facility; assist Manager of Information Security in reviewing both security audit logs and configurations for privileges in vendor-provided information systems; assist in testing new instant ticket games to determine if they pass Guaranteed Low-End Prize Structure (GLEPS) and other test; assist Security Data Specialist in the implementation and maintenance of spreadsheets and databases in Microsoft Excel, Microsoft Access, and other platforms assists the Manager of Information Security with compliance efforts of all applicable on-line game rules; perform public relation duties, including public speaking engagements and appearances at civic meetings or special events as assigned by management; respond to questions, complaints and requests for information by telephone, in person or by mail from employees, department head, etc.; Experience with computer databases and spreadsheets desired; solid written and verbal communication skills are a plus. Candidates must be able to work extended 12-hour schedules including weekends. Must possess a valid State of North Carolina driver's license and satisfactory motor vehicle record; able to travel overnight as may be required by job responsibilities; able to lift and carry moderately heavy (up to 75 lbs.) materials and supplies. High School Diploma (or GED equivalent) required; Associates degree in Computer Information Services or related field preferred; equivalent experience acceptable. Excellent organization skills and ability to follow explicit instructions required. Job Band 5 (\$32,000 - \$52,000), depending on knowledge, experience, skills and, salary history.

Database Administrator (1 position – Corporate Office): The purpose of this position is to define, create, and maintain the NCEL's databases. Develop ad-hoc queries, reports and analysis using development and query tools such as MS Access. Analyze, test and implement physical database design to support business applications. Analyze data recovery, maintenance, data integrity, and space requirements for physical database design to support business applications. Identify, analyze, and recommend

data base solutions that meet business needs. Monitor data architecture standards and conventions. Primary duties and responsibilities include, but are not limited to: Expert data management skills including logical database design, ability to translate logical models to physical models with implementation on a SQL server, and possibly other environments, Excellent SQL coding skills, ability to work with other DBA's and developers in designing database and experience facilitating meetings with business clients to discover and document business requirements, development and maintenance of data management and data naming standards, policies and procedures, understanding of and the ability to implement data modeling and data administration industry best practices, create and deliver data driven applications and user solutions with BIDS projects, strong T-SQL scripting and Visual Basic programming skills, familiarity with SQL Reporting skills, assist the Application Developer in writing SQL queries, Stored Procedures and DTS Packages, performs other duties as required. College degree; 2 years database administration experience or equivalent combination; or, any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this job. Must possess; Excellent communication skills (phone, verbal and written); able to lift and carry moderately heavy (up to 75 lbs.) materials and supplies; able to work extended hours as required by project deadlines including weekends and holidays; able to travel overnight as may be required by job responsibilities; must possess and maintain a valid NC driver's license and satisfactory driving record. Job Band 4 (\$39,000 - \$59,000), depending on knowledge, experience, skills and, salary history.

Gaming Systems Director (1 Position- Corporate): **PURPOSE OF JOB:** Position will manage and direct the Gaming Systems group and is responsible for the definition, scheduling, QA testing and release authorization for software and communication releases to the gaming and ICS systems as well as required hardware and software changes; responsible for instant game testing, release, operational parameters and end of life operations. Incumbent is the primary contact for the on-line gaming system vendor and for NCEL for all hardware, software, communication and operational anomaly issues involving the retailer network or the operation of the gaming system; responsible for the development and production of the event log, monthly summaries and other reports designed to inform and involve NCEL and vendor in network and system events; has overall responsibility for the proper operation and maintenance of the ICS (Internal Control System). Gaming Systems will be the primary point of contact for the monitoring and yearly review of the on-line gaming contract. Activities include the review of all gaming system incidents and the development of recommendations for the Deputy Executive Director of MIS and Gaming Systems. Requirements: The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. The Gaming Systems Director will manage the Lottery's major gaming contract which encompasses all gaming systems software, retailer equipment, associated terminal communications, and a variety of retailer support services; directly oversee the day-to-day gaming systems software development and maintenance work; manage the Lottery's software quality assurance activities of the gaming contractor which entails the pre-deployment testing and approval of each and every software change made to the gaming system for instant and on-line lottery games and promotions as well as emergency and scheduled software releases for the gaming system, the ICS and the retailer communications network. Work directly with both the gaming contractor management and Lottery management to continually improve the overall quality of the Lottery gaming system operations; act as a technical advisor to NCEL staff and is a liaison between NCEL and the vendor on all IT matters related to the

gaming system, ICS system and the retailer network; develop and manage project plan(s) for the timely launch of gaming system software releases, communication network upgrades and security system requirements; work directly with Lottery Division Directors and Managers. Verify that identified gaming system problems have been corrected to the Lottery's satisfaction and, if necessary, escalate the issue to the Executive Deputy Director of MIS and Gaming Systems for resolution; prepare, maintain and update files and log following prescribed methods; respond to questions, complaints and requests for information by telephone, in person or by mail from retailers, players, employees, department head, etc.; able to work extended hours as required by project deadlines including holidays, evenings and week-ends as needed; excellent verbal, listening and written communication skills; project management experience; attention to detail; leadership skills; ability to work in a team environment; perform public relation duties, including public speaking engagements, and appearances at civic and community meetings and special events, as assigned by management; able to travel overnight as may be required by job responsibilities; able to lift and carry moderately heavy (up to 75 lbs.) materials and supplies; perform other duties as assigned. Five or more (5+) years performing QA and evaluation of Lottery Gaming Systems preferred. A Bachelor's degree is preferred along with at least two (2) years of supervisory experience; or any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this job. Job Band 2 (\$80,000-\$120,000), depending on knowledge, experience, skills and, salary history.

Claims Representative (1 Position- Greensboro): The purpose of this position is to provide support in the area of prize payment to players and administrative support to the Claim Center Manager. Duties include, but are not limited to: typing and composing correspondence, compiling information, formulating spreadsheets, maintaining records and performing other tasks as assigned by the supervisor. High School Diploma (or GED) required, (Associate's Degree in Secretarial Science preferred) with three to five years of clerical or administrative experience, as well as cash handling experience; or any equivalent combination of education, training, and experience which provide the requisite knowledge, skills and abilities for this job. Job Band 6 (\$22,000 - \$42,000), depending on knowledge, experience, skills and salary history.

Retailer Sales Specialist (1 position- Corporate Office): The purpose of this position is to perform telephone sales, to assist retailers in maintaining proper inventory levels, auditing work, preparing and maintaining records, and performing additional task as assigned by the Retailer Sales Manager. High School Diploma (or GED) required, Associate's Degree in Business Administration or Marketing preferred; one to two years of telephone sales, customer service and data entry experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job. Job Band 5 (\$32,000-\$52,000), depending on work experience, skills and, salary history.

The NCEL is a drug-free workplace. Our pre-employment process includes: drug screening, financial and criminal background check and fingerprint processing (depending on position). Some positions require a valid NC drivers license & satisfactory driving record.